

# **CONTRACT WORKER REQUEST FOR APPLICATIONS**



## **MSA Residence Life Contract Worker**

**The Mississippi Department of Education  
Mississippi School of the Arts  
Central High School Building  
359 North West Street  
Jackson, MS 39205**

**Contact: Suzanne Hirsch  
Phone: 601-823-1300  
Date of Release: August 26, 2019**

## **INTRODUCTION**

The Mississippi Department of Education (MDE) is currently seeking competitive sealed applications for a Residence Life contract worker for the Mississippi School of the Arts (MSA).

## **SCOPE OF WORK/JOB DUTIES**

- Work no more than 39 hours weekly;
- May spend the night in the dorm, while campus police is on duty in the office;
- Perform recreational and educational programming for students that address relevant and current issues;
- Live in the dormitory and serve as a Residential Counselor on one of the floors;
- Assist in supervising specific areas, such as, but not limited to, fitness center, library cafeteria and courtyard;
- Monitor student study session and time as needed;
- Check rooms and perform head count each night at assigned times;
- Be available and willing to communicate with students in developing a cohesive community environment in Residential Life and academic programming;
- Initiate and supervise activities as designated and approved by Director of Residential Life;
- Maintain records, prepares reports, and perform other general office duties as assigned;
- Obtain licensure to operate MSA bus and drive/supervise trips as needed;
- Be fingerprinted and have a criminal background check conducted, understanding that any disqualifying information received by MSA will terminate the contract immediately;
- Be responsible for paying any fees assessed for fingerprinting and criminal records background checks and;
- Perform all duties as assigned to make MSA successful.

## **MINIMUM QUALIFICATIONS**

Graduation from a standard four year high school or equivalent or GED

## **COMPENSATION AND HOURS WORKED**

The position will pay \$ 10.00 per hour for a maximum number of hours of 1590 per year based upon years of experience in accordance with the MSA approved teacher salary scale for the time period of October 1, 2019 to June 30, 2020. The MDE will withhold federal and state taxes, FICA and Medicare. The MDE will pay the required employer contribution for FICA and Medicare.

## **SELECTION PROCESS**

A selection committee will review acceptable applications which are completed, timely submitted, and meet the minimum qualifications. The most qualified candidates will be interviewed.

Selection criteria will be in accordance with the MDE evaluation procedures and performed using an application cut score of 50 from a standard,100-point scoring scale as follows:

\* Place number of points and alter the evaluation criteria as needed

- Special experience 20 points
- General experience 30 points
- Education 20 points
- Interview 30 points

## **INSTRUCTIONS FOR APPLYING**

- Complete and **sign** the MDE Application Form on the MDE's Request for Bids, Proposals, Applications, Qualifications for Contracts and Grants webpage.
- Attach a list of at least three professional references (name and current contact information).
- Attach resume describing your education and prior work history, including relevant work experience.

## **REQUEST FOR INFORMATION**

Questions concerning the RFA should be sent to: [shirsch@mdek12.org](mailto:shirsch@mdek12.org)

The deadline for submitting written questions by email is September 6, 2019 at 5:00 p.m. Copies of all questions submitted and the responses will be posted to the MDE's website [www.mdek12.org](http://www.mdek12.org) under the Public Notices section and will be available to the general public on September 10, 2019.

Applicants shall acknowledge receipt of any amendment to the solicitation by signing and returning the form Attachment A with the application, the acknowledgment must be received by the Mississippi Department of Education by the time and at the place specified for receipt of applications.

## **DUE DATES**

The **deadline** for receiving the sealed application packet is **September 13, 2019 at 5:00 p.m. Central Standard Time.**

Your application packet (all of the above) should be submitted to the following address based upon the delivery method used:

**Hand Deliver Applications to:**

Monique Corley, Director  
Office of Procurement  
The Mississippi Department of Education  
MSA Residence Life Contract Worker  
359 North West Street, Suite 307  
Jackson, MS 39205  
**(DO NOT OPEN)**

**Ship Applications to:  
(FedEx UPS, etc.)**

Monique Corley, Director  
Office of Procurement  
The Mississippi Department of Education  
MSA Residence Life Contract Worker  
359 North West Street  
Jackson, MS 39201  
**(DO NOT OPEN)**

*\*The Office of Procurement cannot provide any information associated with delivery, receipt or an award of a Request for Applications (RFA).*

**RESPONSIBILITY OF THE APPLICANT**

- At the time of receipt of the application, it will be date-stamped and recorded in the Office of Procurement.
- The applicant is responsible for ensuring that the application is delivered by the required time and assumes all risk of delivery.
- An incomplete application will be accepted and may not be considered.
- No faxed copies or electronic submissions will be accepted.
- The application must be signed and all documents placed in a sealed envelope.
- We strongly recommend that you plan to submit the application early in order to allow for unforeseen circumstances.
- Applications will be accepted after the deadline but not considered.
- Complete the Acknowledgement of Amendments Form. (Attachment A)

## Tentative Timeline MSA Residence Life Contract Worker

August 29, 2019	Release RFA
August 29, 2019	Mail, email and post to the MDE website
September 6, 2019	Deadline for RFA questions
September 10, 2019	Deadline for program office response to questions and posting to website
September 13, 2019	RFA due by 5:00 p.m. Central Time (CT) to Procurement
September 14, 2019	RFA opening
September 16, 2019	Evaluation of RFA
September 18, 2019	Interviews
September 20, 2019	Notice of Intent to Award
October 1, 2019	Contract Start Date

## ATTACHMENT A

### ACKNOWLEDGEMENT OF RFA AMENDMENTS

I acknowledge all amendments to this RFA. The responses to questions will be treated as amendments to the RFA and will require acknowledgment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

MSA Residence Life Contract Worker  
Title of Request